

OPENING DATE: December 20, 2016

CLOSING DATE: OPEN

Vacancy Announcement: Position: Veterans Cemetery Caretaker 1*

Vacancies: 1

Salary: \$1,785 Monthly

An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory one-year training period to Veterans Cemetery Caretaker 2 and earn a salary of \$1,968 monthly.

LOCATION

West Tennessee State Veterans Cemetery
4000 Forest-Hill Irene Rd.
Memphis, TN 38125

Description of Duties / Responsibilities: Prepares ground for headstone placement and sets headstones; assists equipment operators with opening and closing gravesites using a lowering device and tampering device. A Cemetery Caretaker 1 performs a variety of cemetery grounds maintenance work using push mowers, chainsaws, riding mowers and weed trimmers for mowing grass, trimming and pruning trees and shrubs. Prepares ground for headstone placement and sets headstones; maintains cemetery grounds picking up and removing trash and brush; cleans headstones; prepares grave sites for interments. The Cemetery Caretaker is required to work outside during all types of weather conditions.

Minimum Qualification Requirements:

Experience: Equivalent to six (6) months of professional grounds keeping experience.

Other Requirements:

Must possess a valid motor vehicle's operator license. Must be able to lift heavy materials and equipment.

Complete Classification can be found at: [Job Classification](#)

How to Apply:

Please use the online form posted at the below link:

[Online Tennessee Department of Veterans Services Job Application](#)

If you experience trouble uploading supporting documents such as resume's, discharge papers or other requested supporting documents please either mail or hand deliver those documents to the below listed individuals:

Mail To:

Tennessee Department of Veterans Services
ATTN: Jasmin Thigpen
225 Dr. Martin Luther King Jr. Dr.
Jackson, TN 38301

Hand Deliver:

West Tennessee State Veterans Cemetery
ATTN: Ida Wade
4000 Forest-Hill Irene Rd.
Memphis, TN 38125